CITY OF RIVERSIDE

HUMAN RESOURCES DEPARTMENT

CLASSIFICATION SPECIFICATION

TITLE: **SUPERVISING CRIME ANALYST**

DEFINITION

Under general direction, to supervise, direct and participate in the operation of the Crime Analysis Unit; to implement, maintain and supervise a comprehensive Crime Analysis Program; to advise on deployment of police resources based on analysis of crime data; and to do related work as required.

REPORTS TO: Police Records/Information Manager or higher level management

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Police Records/Information Manager or higher level management. Exercises lead supervision over Police Program Supervisor, Police Programer Analyst, Crime Analysts, administrative support staff and volunteers, as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Schedule, assign, supervise and evaluate the work of Crime Analysis support staff.

- Participate in the development of management information systems and processes.

- Prepare administrative reports, statistical tables, charts and graphs.

- Develop and publish statistical crime reports; prepare oral and written reports summarizing and analyzing data collected.

- Provide on-going direction and support for the day-to-day crime and intelligence analysis operation.

- Prepare and assist in the administration of grants for the crime analysis program.

- Assist the department management with the analysis and research concerning administrative, strategic and tactical deployment of resources.

- Develop and maintain liaison with other law enforcement and public agencies, department staff, outside consultants and vendors.

- Participate in management level seminars, training and workgroups.

- Train subordinates and other department staff on the customized software and hardware used specifically in the Crime Analysis Unit.

- Assist programmers in the development of customized databases and software applications for the Crime Analysis Unit.

QUALIFICATIONS

Knowledge of:

- Principals and operations of computers and related equipment including local area network (LAN) and wide area network (WAN).

- Advanced techniques related to computer applications including databases, spreadsheets, word processing, geographical information system (GIS), and related software.

- Principals, practices, and methods of electronic data systems.

- Methods of collecting and evaluating statistical data.

- Effective methods to present statistical information in written, graphical and oral formats.

- Research techniques, methods and procedures.

- Principles and techniques of systems and procedures analysis.

- Computer software applications used to create spreadsheets and analyze data.

- Principles and methods of supervision.

- The customized software and hardware used in crime analysis.

Ability to:

- Operate all departmental computer equipment and troubleshoot system problems at a routine level.

- Design, develop, modify, and maintain data base systems to meet departmental needs.

- Extract data and develop a variety of customized reports, charts, graphs and maps.
- Work both independently and as a team member.

- Keep current in product development and advancements in crime analysis, intelligence analysis, spatial analysis, statistical analysis and data base technologies.

- Understand and use statistical software to perform complex statistical analysis.

- Analyze, interpret and report research/analytical findings in clear, complete and logical form.

- Present ideas concisely and effectively, orally and in writing.

- Establish and maintain cooperative working relationships with department staff, other law enforcement agencies and other City departments.

- Effectively supervise subordinates and volunteers.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminal justice public administration or a closely related field, supplemented by specialized courses in law enforcement, information technology, computer operations and software application.

> _Experience_: At least three years of experience in law enforcement and in the area of crime analysis, including the development and maintenance of customized data base applications, and in the sue of other software including word processing, spreadsheets, statistical analysis and GIS Mapping.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENTS

Must be able to pass an intensive police background investigation.

Possession of an appropriate, valid Class "C" California Motor Vehicle Operator's License.

Possession of a Crime and Intelligence Analysis or Geographic Information Systems Certificate from the U. S. Department of Justice.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Supervising Crime Analyst

TO: